A Roadmap to ARC ISO 9001 Documents for Code SS Personnel

This document is a guideline for Code SS personnel to navigate through the ARC ISO 9001 documents. It is not necessarily complete. Look upon the entire ARC Quality System as a resource for your every day guidance.

(For latest version of documents Go to URL: http://dqa.arc.nasa.gov/iso9000)

This document was cribbed heavily from a very similar one which Warren Gore wrote for SG (Version 0, April 15, 1999)

Version 1 February 15, 2000

Code SS Personnel ARC Quality System, a Top View: ARC Document: Quality Manual (53.ARC.0000) Sec. 2 Quality Policy Table A Summary of Quality System Responsibilities

Control of Quality System Documents & Data:

ARC Document:

Document and Data Control (53.ARC.0005)

Creation of Quality System Procedures and

Instructions (53.ARC.0005.2)

Code S Document:

Document and Data Control (53.S.0005)

How Quality System Deficiencies are Corrected and Prevented:

ARC Document:

Corrective and Preventive Action (53.ARC.0014)

Dealing with Quality Records:

ARC Document:

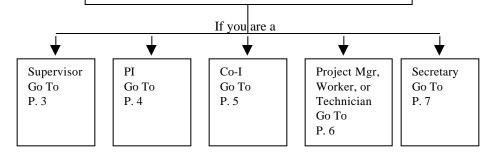
Quality Records (53.ARC.0016)

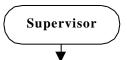
Code S Document:

Quality Records Index (53.S.0016)

Code S/SS/SSA Document:

Quality Records Index (53.S.0016.1)





Management Responsibility:

ARC Document:

Management Responsibility and Authority (53.ARC.0001)

Code S Document:

Management Responsibilities (53.S.0001)

Training Responsibility:

ARC Document:

Training (53.ARC.0018)

Management and Performance of Research:

ARC Document:

Management and Performance of Research (53.ARC.0009.2)

Code S Document:

Management and Performance of Research (53.S.0009)

Customer Agreement Processs:

ARC Document:

Acceptance and Amendment of Customer Agreements (53.ARC.0003)

Dissemination of Research Results:

ARC Document:

Work Instruction for the Publication and/or Presentation of Research Results (53.ARC.0009.2.1)

Purchasing Responsibility:

ARC Document:

Purchasing (53.ARC.0006)

Instrument Calibration Responsibility:

ARC Document:

Control of Inspection, Measurement, and Test Equipment (53.ARC.0011)

Code S Document:

Calibration (53.S.0011)

Special Handling Responsibility:

ARC Document:

Handling, Storage, Packaging, Preservation, and Delivery (53.ARC.0015)

Code S Document:

Handling, Storage, and Preservation of Specialty Items (53.S.0015)

Required Quality Records:

Code S Document Quality Records Index (53.S.0016.1)

Principal Investigator (PI)

(Who proposes to NRAs, AO, CANs, and external RFPs, performs research, and publishes results.)

Manage and Perform Research:

ARC Document:

Management and Performance of Research (53.ARC.0009.2) Code S Document:

Management and Performance of Research (53.S.0009)

Agreement with External Customer:

ARC Document:

Acceptance and Amendment of Customer Agreements (53.ARC.0003)

Disseminate Research Results (Publication, Presentation, WWW):

ARC Document:

Work Instruction for the Publication and/or Presentation of Research Results (53.ARC.0009.2.1)

Do You Do Laboratory No Work? **▼**Yes Calibration of Measurement, & Test Equipment:

ARC Document:

Control of Inspection, Measurement, and Test Equipment (53.ARC.0011)

Code S Document:

Calibration (53.S.0011)

Special Handling:

ARC Document:

Handling, Storage, Packaging, Preservation, and Delivery (53.ARC.0015)

Code S Document:

Handling, Storage, and Preservation of Specialty Items (53.S.0015)

Purchasing Process:

ARC Document:

Purchasing (53.ARC.0006)

Bankcard Training (if applicable)

Required Quality Records:

Code S Document

Quality Records Index (53.S.0016.1) (Copy of approved research plan in PI folder in Branch Office) Co-Investigator (Co-I)

(Who proposes to NRAs, AO, CANs, and external RFPs, performs research, and/or publishes results.)

Perform Research:

ARC Document:

Management and Performance of Research (53.ARC.0009.2) Code S Document:

Management and Performance of Research (53.S.0009)

Know Your Assignment in Approved Research Plan:

ARC Document:

Acceptance and Amendment of Customer Agreements (53.ARC.0003)

Disseminate Research Results(Publication, Presentation, WWW):

ARC Document:

Work Instruction for the Publication and/or Presentation of Research Results (53.ARC.0009.2.1)

Do You Do Laboratory No Work? **▼**Yes

Calibration of Measurement, and Test Equipment:

ARC Document:

Control of Inspection, Measurement, and Test Equipment (53.ARC.0011)

Code S Document:

Calibration (53.S.0011)

Require Special Handling:

ARC Document:

Handling, Storage, Packaging, Preservation, and Delivery (53.ARC.0015)

Code S Document:

Handling, Storage, and Preservation of Specialty Items (53.S.0015)

Purchasing Process:

ARC Document:

Purchasing (53.ARC.0006)

Bankcard Training (if applicable)

Required Quality Records:

Code S Document

Quality Records Index (53.S.0016.1) (Copy of approved research plan in PI folder in Branch Office)

Project Manager, Team Member, or Technician

Know Your Assignment:

In your current Employee Performance and Communication System (EPCS)

From team lead (written and/or oral)

Software Design / Development / Management

ARC Document:

Project Management for Design , Development, Maintenance of Software (53.ARC.0004.1)

Design / Development of Systems and Hardware

ARC Document:

Design and Development of Systems and Hardware (53.ARC.0004.2)

Configuration Management

ARC Document:

Configuration Management (53.ARC.0004.2)

Project Documents

Calibration of Measurement, and Test Equipment:

ARC Document:

Control of Inspection, Measurement, and Test Equipment (53.ARC.0011)

Code S Document:

Calibration (53.S.0011)

Require Special Handling:

ARC Document:

Handling, Storage, Packaging, Preservation, and Delivery (53.ARC.0015)

Code S Document:

Handling, Storage, and Preservation of Specialty Items (53.S.0015)

Purchasing Process:

ARC Document:

Purchasing (53.ARC.0006)

Bankcard Training (if applicable)

Required Quality Records:

Code S Document

Quality Records Index (53.S.0016.1) (Official copy of EPCS is with the branch chief)

Secretary

Know Your Assignment:

In your current Employee Performance and Communication System (EPCS)

From supervisor (written and/or oral)

Be an SSA Resource for:

Forms, especially those called out in ARC Quality System Documents

Customer Agreement Processs:

ARC Document:

Acceptance and Amendment of Customer Agreements (53.ARC.0003)

Be Knowledgeable on the Publication Process:

ARC Document:

Work Instruction for the Publication and/or Presentation of Research Results (53.ARC.0009.2.1)

Know the Purchasing Process:

ARC Document:

Purchasing (53.ARC.0006)

Bankcard Training (if applicable)

Assist SSA in the Maintenance of Quality Records:

Code S Document:

Quality Records Index (53.S.0016.1)

Maintain Branch office files of customer agreements and ARC 310 publications forms